



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
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WASHINGTON DC 20310-0120

**HUMAN RESOURCES
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MILPER Policy Memorandum 00-11, Preparation and Processing of Temporary Duty Travel (TDY) Orders in Conjunction with Permanent Change of Station (PCS)

1. References:

- a. AR 600-8-11, Reassignment.
- b. AR 600-8-103, Battalion S1.
- c. AR 600-8-105, Military Orders.

2. Purpose. This memorandum provides guidance, procedures and defines responsibilities for generating Temporary Duty Travel Orders.

3. The reassignment section of the Military Personnel Service Center (MPSC) is responsible for the preparation of TDY orders when temporary duty is in conjunction with a PCS move. TDY orders will be prepared as directed by the Request For Orders (RFO) for officers or the Enlisted Distribution Assignment System (EDAS) cycle for enlisted Soldiers.

4. Soldiers on assignment to DA directed training in conjunction with PCS will receive a reassignment PCS order and a DD FORM 1610, TDY order. The TDY order, funded by the Military Training Specific Account (MTSA), will cover per diem only. All other travel entitlements are covered by the PCS reassignment order.

5. All PCS and TDY orders will be prepared and forwarded to the agency by the MPSC upon the Soldier's compliance with all reassignment-processing requirements in accordance with the procedures outlined in AR 600-8-11, table 5-2.

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6. The Resources and Programs Agency (RPA), Program Support Office Representative is responsible for the preparation of TDY orders for Soldiers departing on DA directed training in a TDY and return status. Contact that office at 703-602-6232 or 703-602-6155 for more information.

7. This memorandum supersedes MILPER Policy Memorandum 00-11, dated 22 April 2004.

8. The proponent for this memorandum is the Reassignment Division, Military Personnel Service Center, (703) 602-0803.



D. J. LOGAN Jr.
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